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INSTITUTE  
*of* MUSEUM  
*and* LIBRARY  
SERVICES

# 2005 CONSERVATION PROJECT SUPPORT

*Grant Application  
and Guidelines*

*Application Deadline:*  
**OCTOBER 1, 2004**

*For information, call*  
IMLS: (202) 606-8539

# CONSERVATION PROJECT SUPPORT

## *Grant Application and Information*

Fiscal Year 2005

### **What is IMLS?**

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a Presidentially-appointed body confirmed by the Senate, provides policy advice to the Director of IMLS.

### **For more information call or write:**

Institute of Museum and Library Services  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
(202) 606-8536

E-mail: [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)

Web site: <http://www.imls.gov/>

TTY (for hearing-impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

### **Burden Estimate and Request for Public Comments**

Public reporting burden for this collection of information is estimated to average nine hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue NW, Room 223, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

CPS CFDA No. 45.303



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Dear Colleague,

I am pleased to present the 2005 guidelines for the Conservation Project Support Program. The recent reauthorization of the Museum and Library Services Act directs the Institute of Museum and Library Services to make grants “to assist, encourage, and support museums in carrying out their stewardship responsibilities to achieve the highest standards in conservation and care of the cultural, historic, natural, and scientific heritage of the United States to benefit future generations.”

Through this program and the Conservation Assessment Program, IMLS carries out that mandate. The agency has raised the visibility of conservation as the cornerstone of museum practice. We remain committed to the safekeeping of our heritage through a thoughtfully constructed funding program that encourages excellence in all areas of collections care, taking a holistic view of conservation practices that builds from assessment to treatment to preservation.

The Conservation Project Support Program was established in 1984 to address significant concerns regarding the well-being of collections in American museums. The program has continued to respond to the needs and input of the museum community, establishing a multifaceted grant program that incorporates surveys and assessments, research and training, environmental improvements, and specific object treatment. The shape and substance of these programs have been significantly influenced by a large number of museum professionals and service organizations that share a commitment to conservation.

The Institute is proud to be a partner with American museums as they conserve collections that connect us to culture, art, science, and history; these are critical resources for a nation of learners.

Sincerely,

Robert S. Martin, Ph.D.  
Director



# 2005 CONSERVATION PROJECT SUPPORT

## **GRANT APPLICATION AND GUIDELINES**

New for 2005:

- IMLS is raising the award ceiling from \$50,000 to \$150,000, and the exceptional projects award ceiling from \$75,000 to \$250,000. The education component will remain at a maximum of \$10,000. A one-to-one match is still required.
- The CPS grant deadline has changed from a postmark deadline of October 15, 2004 to a postmark deadline of October 1, 2004. Please revise your grant preparation schedule accordingly.
- All IMLS applicants are required to include its Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and Taxpayer Identification Number (TIN) on the application face sheet. Please see page 1.5 for information on how to request a DUNS number.

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**PART 1**

**GENERAL  
INFORMATION**

## The Opportunity: Conservation Project Support (CPS)

The IMLS Conservation Project Support (CPS) program awards matching grants to help museums identify conservation needs and priorities and perform activities to ensure the safekeeping of their collections.

Collections may be in one of four categories:

- non-living
- systematics/natural history
- living plants
- living animals

Grants are available for five broad types of conservation activities, including:

- environmental improvements
- research
- surveys (general, detailed condition, or environmental)
- treatment
- training

Applicants may apply for up to an additional \$10,000 to educate the general public about their project. Conservation education activities may include:

- lectures
- workshops and symposia
- CD-Rom/audio visuals
- staff consultants
- materials/supplies
- publications
- exhibits

The purpose of the Conservation Project Support program is to help safeguard the collections housed in the Nation's museums so that current and future generations can learn from our rich artistic, cultural and scientific heritage represented by those collections. To achieve this purpose, IMLS awards matching grants to help museums identify their conservation needs and priorities and to help them ensure the safekeeping of their collections by implementing sound conservation practices.

IMLS has awarded over 3,000 Conservation Project Support (CPS) grants since the program's inception in 1984. All types and sizes of museums have benefited tremendously from this program. The CPS program is a partnership between IMLS and each grant recipient, working toward the mutual goal of protecting significant aspects of our cultural and scientific heritage.

IMLS has supported a holistic approach to conservation, creating a funding program designed to assist each museum in developing a logical, institution-wide approach to caring for their living and non-living collections. The full range of conservation activities, from broad collection surveys to treatment to specific research, work together to provide an institutional blueprint to guide its collections care.

## Eligibility

An applicant must be

- a museum<sup>1</sup>, that (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) cares for and owns or uses tangible objects, whether animate or inanimate, and exhibits these objects on a regular basis through facilities it owns or operates; (3) has at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose responsibilities relate solely to the museum's services and operations<sup>2</sup>; and (4) is open and providing museum services to the general public on a regular basis. (A museum that exhibits objects to the general public for at least 120 days a year fulfills this last requirement.<sup>3</sup>)
- a unit of state or local government or a private nonprofit organization
- located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federate States of Micronesia, or the Republic of Palau.

A museum located within a multipurpose public or private non-profit organization such as a municipality, university, historical society, foundation, or a cultural center may apply on its own behalf for Conservation Project Support if (1) the museum is able independently to fulfill all the requirements for eligibility listed under the first bullet above, (2) functions as a discrete unit within the parent organization, (3) has its own fully segregated and itemized operating budget, and (4) has the authority to make application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

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<sup>1</sup> Eligible museums include aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums which are limited to a single distinct subject, and zoological parks.

<sup>2</sup> When a museum does not have a full-time professional staff member, it has to demonstrate in the application that it has the full-time equivalent of at least one professional staff member and that, if it receives an IMLS award, one of the part-time professional staff members will be responsible for overseeing grant activities and ensuring that the museum is in compliance with the requirements of the grant.

<sup>3</sup> If a museum is not scheduled to be open to the public 120 days a year, it is still eligible to apply to IMLS for funding if it can demonstrate that, in the year preceding the submission of its application, the combination of days it was scheduled to be open and days it was open by appointment equal at least 120 days.

## Conditions of a Grant

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**DURATION  
OF A GRANT**

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Generally, project activities supported by Conservation Project Support grants may be carried out for a period of up to 36 months.

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**PROJECT  
START DATE**

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Projects may begin no earlier than the last day of the month of the award announcement, and no later than September 30, 2005.

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**AMOUNT  
OF GRANT**

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Conservation Project Support grants range up to \$150,000. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than that requested.

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**COST  
SHARING**

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Project costs must be matched 1:1 by the applicant. Applicants must provide at least one-half of the total cost of the project from nonfederal sources. These costs may be supported by the grantee's cash outlays including cash contributions from third parties that are used to support project costs, the value of the grantee's contributions of property and services to the project, and third-party in-kind contributions that are used to support project activities.

All listed expenses, including all cost sharing, must be incurred during the grant period. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide uniform administrative rules and requirements, and cost principles apply.

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**USE OF  
FUNDS**

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Conservation Project Support grants may be used for a broad range of project activities. Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide cost principles apply.

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**COPYRIGHT/  
WORK  
PRODUCTS**

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IMLS requires acknowledgement of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that grantees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a Beta version of software developed on an IMLS funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

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**ANNOUNCEMENT  
OF AWARD**

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No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded.

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**PAYMENT,  
ACCOUNTING,  
AND  
REPORTING  
PROCEDURES**

A federal accounting office handles the payment of Conservation Project Support grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients will be required to submit 6-month performance reports as well as annual financial status reports; they are required to submit a final performance report and a final financial report.

## **Data Universal Numbering System (DUNS) Taxpayer Identification Number (TIN)**

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**DUNS**

In order to improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants to federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or non-profit organization they may operate are exempt from this requirement.

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**TIN**

The Taxpayer Identification Number is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If your organization does not have a DUNS or TIN number, your application will be rejected.

## Application Review and Evaluation

IMLS staff reviews all submissions to determine whether an applicant is eligible and whether an application is complete. IMLS staff may contact an applicant for information needed to make an eligibility determination. If an applicant is determined to be ineligible, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. An applicant will be notified by mail if the institution's application is rejected, as provided in 45 C.F.R. Sections 1180.36, 1180.37.

All eligible and complete Conservation Project Support applications are peer reviewed under a competitive process using field review and/or sitting panels. Reviewers and panelists are drawn from professionals in the field with relevant areas of expertise in the types of activities identified in the application.

The CPS grant program uses a two-tiered review process. Three field reviewers are selected from a pool of experienced collections care professionals to evaluate each proposal. The top ranked applications are further considered by the sitting review panels.

Sitting panels of conservation and collections care professionals review top ranked applications (based on standardized field review scores) for: (1) the ability of the applicant to identify their project as a top institutional conservation priority; (2) the relationship between the institution's proposal and IMLS CPS program goals; and (3) the strength and feasibility of the project design. The IMLS director takes into account the advice provided by the review process and, by law, makes all final funding decisions.



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**PART 2**

**PROJECT  
AND  
APPLICATION  
REQUIREMENTS**

## Eligible Projects

Conservation Project Support (CPS) was created to assist museums in developing a logical, institution-wide approach to care for their living and non-living collections. You should apply for the project that meets your institution's highest collections care needs. Turn to the designated pages (below) for detailed project descriptions and application requirements. Call us at (202) 606-8539 to discuss your project selection.

COLLECTIONS CATEGORY	ELIGIBLE PROJECTS	PAGE #
<b>NON-LIVING COLLECTIONS &amp; SYSTEMATICS / NATURAL HISTORY COLLECTIONS</b>	General Conservation Survey	2.4
	Detailed Condition Survey	2.6
	Environmental Survey	2.7
	Environmental Improvements	2.8
	Treatment	2.9
	Research	2.11
	Training	2.12
<b>LIVING PLANT COLLECTIONS</b>	General Conservation Survey	2.14
	Detailed Condition Survey	2.16
	Environmental Survey	2.17
	Environmental Improvements	2.18
	Treatment	2.19
	Research	2.20
	Training	2.22
<b>LIVING ANIMAL COLLECTIONS</b>	Research	2.23
	Environmental Improvements	2.25
	Training	2.26

All applications must demonstrate that the primary goal of the project is conservation care and *not* collections management or maintenance.

## Exceptional Projects

Exceptional projects are those with broad-reaching effects that benefit multiple institutions. We will provide up to \$250,000 for an exceptional project. Such projects may include multiple collections categories. You may not apply for an exceptional project grant that will benefit only your own museum.

Contact IMLS at (202) 606-8539 to discuss whether or not your project qualifies as an exceptional project.

## Education Component

All applicants may apply for up to an additional \$10,000 to develop and implement educational activities that relate directly to the proposed conservation project, and whose intended audience is primarily the *general public*. This is a unique opportunity to communicate the importance of conservation to your audiences. We will support certain costs through the education component:

- Travel, lodging, meals, and other expenses necessary for project personnel to complete project activities;
- Supplies, materials, and equipment to carry out project activities;
- The purchase and production of technical information and educational materials associated with the project activities;
- The salary of principal project participants (if above and beyond their normal duties) for the time they are directly involved in the planning or implementation and evaluation and research activities at the rate they are regularly paid;
- Consultant costs related to the project.

### POINTS TO REMEMBER

- You may use funds for the educational component to support: development of educational materials (audio or visual); hiring of temporary staff/consultants for the project; designing a project-related exhibit; lectures, workshops, symposia, and special tours. Creativity and innovation are strongly encouraged;
- You are encouraged to include in your proposal an evaluation component to track the impact of your educational activities;
- Only museums submitting CPS project grants listed on page 2.2 of the Conservation Project Support Grant Application and Guidelines are eligible to apply for the education component. All applicants must meet the IMLS eligibility requirements listed on page 1.3 of the Guidelines;
- Educational activities may not be ongoing or continuing programs;
- Educational activities must be tied to the funded CPS proposal and may not be used for staff education or general museum operations;
- If you apply for the education component you will not be given additional preference with regard to the review of your application; likewise, if you do not apply for the education component your proposal will not be viewed less favorably;
- Please call the IMLS Office of Museum Services at (202) 606-8539 to discuss any proposed uses of conservation education funds.

## Non-Living Collections and Systematics/ Natural History Collections

### GENERAL CONSERVATION SURVEY

A general conservation survey is a broad assessment of *all* of the museum's collections and environmental conditions. Its purpose is to broadly describe conditions, identify conservation problems and guide future conservation activities.

Museums that traditionally hold living animal (zoos, aquariums) and plant (gardens, arboreta) collections are also encouraged to apply for a general survey of their non-living collections. Such collections may include but are not limited to books, documents, manuscripts, maps, historic structures, and art, historical, and scientific collections.

If your museum's holdings include non-living collections or systematics/natural history collections, you should first apply for a general conservation survey of the entire museum—the building(s) and all of its (their) collections, as well as the environment. We encourage you to apply for a CPS grant to support such a survey—for most institutions, it is the logical first step toward conserving the collections.

### GENERAL CONSERVATION SURVEY OR CONSERVATION ASSESSMENT PROGRAM?

If you are a small to mid-sized museum and are in need of a general assessment of your collections then you might qualify for the Conservation Assessment Program (CAP). CAP is an IMLS funded technical assistance program administered by Heritage Preservation, a not-for-profit conservation organization located in Washington, D.C. CAP, like the IMLS general conservation survey, supports general collections assessments; however, unlike the general conservation survey, CAP is non-competitive, and provides between \$4,000 and \$8,000 for two consultants (conservator, architect) for a two-day survey. Museums with large numbers of collections and/or multiple structures may not qualify for the two-day CAP assessment and might be better served by the IMLS General Conservation Survey. The survey report generated from a general conservation survey is identical to the survey report that results from a CAP grant. IMLS considers a CPS general survey and a CAP survey one and the same. For more information on CAP please call Heritage Preservation at (202) 634-1422 or contact them by e-mail at [rhouse@heritagepreservation.org](mailto:rhouse@heritagepreservation.org).

### LONG-RANGE CONSERVATION PLAN

We recommend that you work with a conservation professional to develop a long-range conservation plan as part of your general survey project. A long-range conservation plan prioritizes your conservation needs within the museum's overall resources and mission. It also can provide sound, written support for future grant proposals.

*Note: We will not fund projects whose sole purpose is to develop a long-range conservation plan; we will support the development of such a plan only when it is an integral and logical part of another project.*

## Non-Living Collections & Systematics/Natural History Collections (continued)

To be competitive, your application should designate a conservation professional as the surveyor; members of your museum's curatorial staff may assist this designated leader. The final survey report should contain:

- general information about the institution
- the goals of the survey
- information on staffing, including training needs
- a description of the condition of the building, the facilities and all exhibition and storage areas
- a description of climate control and environmental conditions
- an overview of the collections, their condition and policies governing their care
- a description of any emergency preparedness plans
- recommendations for future conservation care in order of priority (used as the basis of a long-range conservation plan)
- an executive summary

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a general conservation survey grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- a sample of the survey form to be used, a sample of a similar conservation survey previously completed by your proposed consultant or conservation professional, or a brief paragraph that describes specifically what will appear on the survey form.
- If your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

### PROJECT COSTS

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#### We will pay for

- consultants who conduct the general survey and help develop a long-range conservation plan
- in-house staff time necessary for the proper and efficient execution of the project
- staff training in collections care

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We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for inventorying or cataloguing the collections if those activities are required for the general survey
  - in-house staff time used to develop a long-range conservation plan
-

## Non-Living Collections & Systematics/Natural History Collections (continued)

### APPLICANTS THAT HAVE CONDUCTED A GENERAL CONSERVATION SURVEY

If you have completed an IMLS-funded general conservation survey (through CPS or CAP<sup>1</sup>), you are not eligible to request funding for another general conservation survey. You may, however, request funding for the highest collections care priority identified in your general survey report or long range conservation plan. Other possible project types are listed on the following pages.

<sup>1</sup>*Note: If you received a Conservation Assessment Program (CAP) grant at any time in the past, you have already completed a general conservation survey; consequently, you are not eligible to receive a CPS general conservation survey grant.*

If you have received a MAP grant to support a collections management assessment, you are still eligible to receive either a CAP grant or a CPS grant to conduct a general conservation survey.

### DETAILED CONDITION SURVEY

A detailed condition survey is a systematic, item-by-item examination of all or part of a museum's collections. The end product of a detailed condition survey by a conservation professional should be a set of condition reports that identify the condition of each object, its treatment priority, and cost and method of treatment. A detailed condition survey should precede any request for treatment. This type of survey can help your museum in various ways, such as

- identifying conservation problems specific to a particular collection or object, including the need for treatment;
- identifying priorities; *and*
- indicating the resources and time necessary to address the problems.

A detailed condition survey must be conducted by a conservation professional and should involve other appropriate museum staff.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a detailed condition survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

*Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- a sample of the survey form to be used or a sample of similar conservation survey previously completed by proposed consultant or conservation professional
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

- To further strengthen your application, we recommend that you also submit a long-range conservation plan

## Non-Living Collections & Systematics/Natural History Collections (continued)

### PROJECT COSTS

#### We will pay for

- the cost of consultants needed to conduct the survey
- in-house staff time necessary for the proper and efficient execution of the project
- staff training in collections care
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.

#### We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for inventorying or cataloguing the collections if those activities are required for the survey

## ENVIRONMENTAL SURVEY

You may apply for funds to survey environmental conditions in exhibition or storage areas. An environmental survey can help your museum in various ways, such as

- identifying specific environmental problems;
- setting priorities for making environmental improvements; *and*
- recommending specific solutions for correcting environmental problems.

An environmental survey must be conducted by a conservation professional and should involve other appropriate museum staff. Other types of consultants should be included as needed.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

*Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan

## Non-Living Collections & Systematics/Natural History Collections (continued)

### PROJECT COSTS

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#### We will pay for

- the cost of consultants needed to conduct the survey
  - in-house staff time necessary for the proper and efficient execution of the project
  - basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.
  - staff training in collections care
- 

### ENVIRONMENTAL IMPROVEMENTS

You may request funds to monitor or improve environmental conditions to safeguard your collections. We support projects that will stabilize materials or improve and/or stabilize climatic conditions—e.g., light, temperature, humidity, vibration, mold/fungus, pests and air pollutants. Such projects might involve the purchase of supplies, materials, and equipment to rehouse and reframe collection, and upgrading storage facilities and holding and exhibition areas.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental improvement grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.
- Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*
- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- any previous survey reports of environmental conditions
- a long-range conservation plan
- product literature and comparative bids for major purchases or contracts
- photographs of environment to be improved
- any building structure reports

*Note: We may ask you to provide documentation assuring compliance with Section 106 of the National Historic Preservation Act of 1966.*



## Non-Living Collections & Systematics/Natural History Collections (continued)

### PROJECT COSTS

#### We will pay for

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- *minor* alterations, additions, repairs to and stabilization of an existing facility if such activities are related to your conservation project
- micro environments for an object or room (e.g., storage)
- staff training in collections care
- in-house staff time necessary for the proper and efficient execution of the project

#### We will *not* fund a project

- whose goals are primarily aesthetic or educational;
- to upgrade or install security or fire suppression systems;
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum; *or*
- involving major renovation, including
  - construction or major building improvements;
  - reconstruction of historic sites and landscapes;
  - replacement of architectural details for historical accuracy.

### TREATMENT

You may request funds to conserve, preserve, or stabilize collections and historic structures. Your museum must legally own any object you intend to treat using IMLS funding.

You must submit complete treatment proposals for all objects you wish to treat. Treatment proposals must be prepared by a conservation professional and should include:

- identification of the objects;
- a full description of the objects' current conditions;
- anticipated treatment costs; *and*
- precise recommendations for treatment, including suggested materials and techniques.

*Note: We will not accept condition reports or treatment proposals prepared by curatorial or registrarial staff.*

If your application is for treatment of a large group of objects which are homogeneous in period or media, you do not have to submit specific condition reports and treatment proposals on each object; however, you should submit a conservator's report on the entire group, listing each object.

## Non-Living Collections & Systematics/Natural History Collections (continued)

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a treatment grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.  
*Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*
- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- detailed condition reports and/or proposals for each object (or group of like objects)  
*Note: Condition reports and treatment proposals should be prepared in accordance with the American Institute for Conservation's (AIC) Code of ethics and Guidelines for Practice.*
- visual documentation of object(s) to be conserved (e.g. slides, photographs, videos, publications)
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.  
*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we strongly recommend that you also submit

- a long-range conservation plan
- any building structure reports, if appropriate

*Note: We may ask you to provide documentation assuring compliance with Section 106 of the National Historic Preservation Act of 1966.*

### PROJECT COSTS

#### We will pay for

- project personnel, contract, or in-house staff who are necessary for the proper and efficient execution of the project
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project
- *minor* alterations, repairs to and stabilization of an existing structure if such activities are related to your conservation project
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- staff time spent traveling to conservation facilities or consulting with conservation professionals

## Non-Living Collections & Systematics/Natural History Collections (continued)

*Note: We will not provide funds to treat objects needed for an upcoming exhibition unless you can demonstrate that such work is your museum's highest collections care priority.*

We will *not* fund a treatment project

- whose goals are primarily aesthetic or educational;
- involving the installation of security or fire suppression systems;
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum; *or*
- involving major renovation, including
  - construction or major building improvements;
  - reconstruction of historic sites and landscapes;
  - replacement of architectural details for historical accuracy.

### RESEARCH

For museums with the resources to conduct innovative conservation research projects with potential benefits to the field of conservation, IMLS does not require you to identify this project as your museum's highest collections care priority.

You may request funds to conduct research to:

- add new knowledge in the conservation and preservation of materials
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments
- develop significant information to inform or direct a specific conservation treatment

Your application narrative should describe:

- how the research relates to allied current research at your museum and elsewhere;
- how this research project relates to all other conservation activities at your museum at this time;
- plans to disseminate the research results; and
- the likely success of the project (you should provide a summary of successful, completed research).

### SUPPORTING DOCUMENTATION

In addition to the enclosed application form, you must submit the following materials to apply for a research grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- publications of previous research results

## Non-Living Collections & Systematics/Natural History Collections (continued)

### PROJECT COSTS

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#### We will pay for

- research consultants
  - in-house staff time necessary for the proper and efficient execution of the project
  - basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and why they are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
  - Staff training in collections care
- 

### TRAINING

You may request funds to train staff (including volunteers and interns) in all areas and at all levels of conservation and collections care. We support training of non-conservation staff in preventive maintenance and collections care. Training may also be incorporated into a Conservation Project Support project as long as the training portion relates to and supports the project and you include the required curriculum. Examples of allowable projects include:

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

You must state how the training fits into your museum's overall conservation plan.

You must also demonstrate that the individuals providing the training are fully qualified, and outline how the trainees will use the acquired knowledge and skills to improve collections care.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a training grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.
- Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*
- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- training curriculum/syllabus

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan

## Non-Living Collections & Systematics/Natural History Collections (continued)

### PROJECT COSTS

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#### We will pay for

- conservation workshops or seminars
- travel to training workshops
- educational materials
- hiring consultants to conduct training
- internship/fellowship stipends
- in-house staff time necessary for the proper and efficient execution of the project

## Living Plant Collections

- Conservation is those actions for the preservation, stabilization, and stewardship for
- living collections that are owned by and central to the institution's mission,
- documented research-quality genotypes of plants,
- archival specimens.

### GENERAL CONSERVATION SURVEY

A general conservation survey is a broad assessment of all of the museum's collections and environmental conditions. Its purpose is to broadly describe conditions, identify conservation problems and guide future conservation activities.

If your museum's holdings include living plant collections, you should first apply for a general conservation survey of the entire museum – the grounds, the facilities and all of the collections. We encourage you to apply for a CPS grant to support such a survey – it is the logical first step toward conserving living plant collections.

Also, if your museum's holdings include non-living collections or systematics/natural history collections, you should strongly consider including these collections in your general conservation survey as well.

### GENERAL CONSERVATION SURVEY OR CONSERVATION ASSESSMENT PROGRAM?

If you are a small to mid-sized museum and are in need of a general assessment of your collections then you might qualify for the Conservation Assessment Program (CAP). CAP is an IMLS funded technical assistance program administered by Heritage Preservation, a not-for-profit conservation organization located in Washington, D.C. CAP, like the IMLS general conservation survey, supports general collections assessments, however, unlike the general conservation survey, CAP is non-competitive, and provides between \$4,000 and \$8,000 for two consultants (conservation professional) for a two-day survey. Museums with large numbers of collections and/or multiple structures may not qualify for the two-day CAP assessment and might be better served by the IMLS General Conservation Survey. The survey report generated from a general conservation survey is identical to the survey report that results from a CAP grant. IMLS considers a CPS general survey and a CAP survey one and the same. For more information on CAP please call Heritage Preservation at (202) 634-1422 or contact them by e-mail at [rhouse@heritagepreservation.org](mailto:rhouse@heritagepreservation.org).

### LONG-RANGE CONSERVATION PLAN

We recommend that you work with a conservation professional to develop a long-range conservation plan as part of your general survey project. A long-range conservation plan prioritizes your conservation needs within the museum's overall resources and mission. It also can provide sound, written support for future grant proposals.

*Note: We will **not** fund projects whose sole purpose is to develop a long-range conservation plan; we will support the development of such a plan only when it is an integral and logical part of another project.*

## Living Plant Collections (continued)

To be acceptable to IMLS, a conservation professional (i.e., horticulturist or plant propagator with specific expertise) must conduct the survey, but should be assisted by the museum's curatorial staff.

The final survey report should contain

- general information about the institution
- the goals of the survey
- information on staffing, including training needs
- a description of the condition of all managed areas, including the building(s), grounds, facilities and all exhibition/display and storage or processing areas
- a description of climate control and environmental conditions
- an overview of the collections, their condition and policies governing their care
- a description of any emergency preparedness plans
- recommendations for future conservation care in order of priority (used as the basis of a long-range conservation plan)
- an executive summary

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a general conservation survey grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- a sample survey form to be used, a sample of a similar conservation survey previously completed by your proposed consultant or conservation professional, or a brief paragraph that describes specifically what will appear on the survey form.
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- any previous conservation surveys conducted at the museum

### PROJECT COSTS

#### We will pay for

- consultants who conduct the general survey
- in-house staff time necessary for the proper and efficient execution of the project
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for inventorying or cataloguing the collections if those activities are required for the general survey
- in-house staff time used to develop a long range conservation plan

## Living Plant Collections (continued)

### APPLICANTS THAT HAVE CONDUCTED A GENERAL CONSERVATION SURVEY

If you have completed an IMLS-funded general conservation survey (through CPS or CAP<sup>1</sup>), you may not request funding for another general conservation survey. You may, however, request funding for the highest collections care priority identified in your general survey report or long-range conservation plan. Other possible project types are listed on the following pages.

<sup>1</sup>*Note: If you received a Conservation Assessment Program (CAP) grant at any time in the past, you have already completed a general conservation survey; consequently, you are not eligible to receive a CPS general conservation survey grant.*

If you have received a MAP grant to support a collections management assessment, however, you are still eligible to receive either a CAP grant or a CPS grant to conduct a general conservation survey.

### DETAILED CONDITION SURVEY

A detailed condition survey is a systematic, item-by-item examination of all or part of a museum's collections. This type of survey can help your museum in various ways, such as

- identifying conservation problems specific to a particular collection or specimen, including the need for treatment;
- identifying priorities; *and*
- indicating the resources and time necessary to address the problems.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a detailed condition survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

*Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been selected)
- letters of commitment from project consultants
- a sample of survey form to be used or a sample of similar conservation survey previously completed by proposed consultant or conservation professional
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan
- a collections management policy



## Living Plant Collections (continued)

### PROJECT COSTS

#### We will pay for

- the cost of consultants needed to assist in the survey
- in-house staff time necessary for the proper and efficient execution of the project
- staff training in collections care
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.

## ENVIRONMENTAL SURVEY

You may request funds to survey environmental conditions in exhibition/display or storage areas, or other areas where collections are housed. An environmental survey can help your museum in various ways, such as

- identifying specific environmental problems;
- setting priorities for making environmental improvements;
- recommending specific solutions for correcting environmental problems; *and*
- mapping of living collections.

An environmental survey must be conducted by a conservation professional and should involve other appropriate museum staff. Other types of consultants should be included as needed.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

*Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants

To further strengthen your application, we recommend that you also submit

- a sample of survey form to be used or a sample of similar conservation survey previously completed by proposed consultant or conservation professional
- a long-range conservation plan
- a collections management policy
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

## Living Plant Collections (continued)

### PROJECT COSTS

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#### We will pay for

- the cost of consultants needed to perform the survey
  - in-house staff time necessary for the proper and efficient execution of the project
  - basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.
  - staff training in collections care
- 

### ENVIRONMENTAL IMPROVEMENTS

You may request funds to monitor or improve environmental conditions to safeguard your collections. We support projects to stabilize materials or improve and/or stabilize conditions such as light, temperature, humidity, vibration, mold/fungus, pests and air pollutants. Such projects might involve the purchase of supplies, materials, and equipment to rehouse the collection, and upgrading storage facilities and holding and exhibition areas.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental improvement grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.
- Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*
- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- any previous surveys of environmental conditions
- a long range conservation plan
- product literature and comparative bids for major purchases or contracts
- photographs of environment to be improved
- a collections management policy

## Living Plant Collections (continued)

### PROJECT COSTS

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#### We will pay for

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies).
  - only those improvements that relate directly to the perpetuation of the specimens involved in the project
  - staff training in collections care
- 

#### We will *not* fund a project

- whose goals are primarily aesthetic or educational;
- to upgrade or install security or fire suppression systems; *or*
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum
- involving major renovation, including
  - construction or major building improvements;
  - reconstruction of historic sites and landscapes;
  - replacement of architectural details for historical accuracy.

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### TREATMENT

You may request funds to conserve, preserve, or stabilize collections. Your museum must legally own any specimen you intend to treat with IMLS funding.

You must submit complete treatment proposals for all specimens you wish to treat. Treatment proposals should include:

- identification of the specimens;
- a full description of the specimens' current conditions;
- anticipated treatment costs; *and*
- precise recommendations for treatment, including suggested materials and techniques.

If your application is for treatment of a large group of homogeneous specimens, you do not have to submit specific condition reports on each specimen; however, you should submit a conservation professional's report on the entire group, listing each specimen.

## Living Plant Collections (continued)

### **SUPPORTING DOCUMENTATION**

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a treatment grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

*Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- visual documentation of condition of representative specimen(s)
- a long-range conservation plan
- a collections management policy

### **PROJECT COSTS**

#### **We will pay for**

- conservation personnel that are not on your museum's staff
- in-house staff time necessary for the proper and efficient execution of the project
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies).
- staff training in collections care

#### **We will *not* pay for** the following items, but you may use them as matching funds:

- staff time spent traveling to conservation facilities or consulting with conservation professionals

## **RESEARCH**

For museums with the resources to conduct innovative conservation research projects with potential benefits to the field of conservation, IMLS does not require you to identify this project as your museum's highest collections care priority.

You may request funds to

- add new knowledge in the conservation and preservation of collections
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments and/or long-term seed storage

## Living Plant Collections (continued)

Your application narrative should describe

- how the research relates to allied current research at your museum and elsewhere;
- how the research relates to your museum's ongoing conservation activities;
- plans to disseminate the research results;
- the likely success of the project (you should provide a summary of successful, completed research); *and*
- the usefulness to other institutions and impact on survival/conservation of the species involved.

### **SUPPORTING DOCUMENTATION**

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a research grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- publications of previous research results
- *for international projects*, appropriate letters of support or endorsement

### **PROJECT COSTS**

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#### **We will pay for**

- research consultants
- in-house staff time necessary for the proper and efficient execution of the project
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- staff training in collections care
- travel

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**We will *not* pay for** the following items, but you may use them as matching funds:

- acquisition of additional individuals of a species already represented in your collection (when necessary for your research project)—your application should explain why the acquisition is necessary for the project
-

## Living Plant Collections (continued)

We will *not* fund a research project

- involving plants that are not already represented in your collection
- that is primarily international in scope
- involving the reintroduction of species into the wild

## TRAINING

You may request funds to train staff (including volunteers and interns) in all areas and at all levels of conservation care. Examples of allowable projects include

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

You must state how the training fits into your museum's overall conservation plan.

You must also demonstrate that the individuals providing the training are fully qualified, and outline how the trainees will use the acquired knowledge and skills to improve collections care.

## SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a training grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

*Note: Instead of your entire general survey, you may submit only its executive summary and pertinent parts.*

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- description of training curriculum

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan
- a collections management policy

## PROJECT COSTS

### We will pay for

- conservation workshops or seminars
- in-house staff time necessary for the proper and efficient execution of the project
- travel to training workshops
- educational materials
- hiring consultants to conduct training
- internship/fellowship stipends

## Living Animal Collections

We will support the care of living animal collections in museums such as zoos, nature centers, and aquariums.

We will also support the care of non-living collections in these museums. There are many museums (zoos, aquariums) whose focus is the care and exhibition of living animal collections. However, many of these institutions maintain large, important non-living collections including: books, documents and manuscripts as well as art, historical and scientific collections that are in danger of being destroyed due to improper care. Additionally, many zoos and aquariums maintain historic structures that suffer from poor environmental controls or are in varying states of disrepair and face potential ruin. An IMLS CPS General Survey can assist zoos and aquariums to identify existing and potential problems with these important yet often overlooked collections. Therefore, IMLS strongly encourages zoos and aquariums to consider applying for a general survey of their non-living collections and work towards the development of a long-range conservation plan to begin the process of caring for these collections. Please refer to page 2.4 for more information about the General Conservation Survey.

### RESEARCH

We support basic and applied research dealing with captive populations of endangered species that enhance the probabilities of survival of those taxa. Proposed research projects should be designed to be of maximum benefit to the collection and the species under study. Projects should not compromise the health or well-being of captive or wild populations. (Please note compliance with the Animal Welfare Act in IMLS Assurances)

You may request research funds to:

- add new knowledge of species preservation techniques
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments

Your application narrative should describe:

- how the research relates to allied current research at your museum and elsewhere
- how the research relates to your museum's ongoing conservation activities
- whether or not the project is a conservation priority among coordinated national efforts
- plans to disseminate the research results
- the likely success of the project (you should provide a summary of successful, completed research).

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a research grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- bibliography of literature search (alphabetical)

## Living Animal Collections (continued)

- reference citations used in your application narrative (numeric)
- If your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.  
*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- publications of previous research results
- *for international projects*, appropriate letters of support or endorsement from the United States Fish and Wildlife Service, or the management authority in the host country.
- letter of support from Taxon Advisory Group (TAG) and/or Species Survival Plan (SSP) Coordinators. These letters should address the following:
  - current status of these animals in the wild and captivity
  - regional collecting plan
  - similar efforts
  - importance of project to captive and wild population
  - zoo's ability to undertake project
- conservation master plan
- written confirmation of your project's review and approval by your Institutional Animal Care and Use Committee (IACUC) or Animal Welfare Committee.

*Note: If there is no standing IACUC at the institution, include evidence of approval by the entity or group responsible for oversight of animal welfare and human use of animals in research.*

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## PROJECT COSTS

### We will pay for

- research consultants
- in-house staff time necessary for the proper and efficient execution of the project
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project.
- staff training in collections care

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### We will *not* pay for the following items, but you may use them as matching funds:

- acquisition of additional individuals of a species already represented in your collection (when necessary for your research project)—your application should explain why the acquisition is necessary to the project
- 

### We will *not* fund a research project

- involving animals that are not already represented in your collection
- that is primarily international in scope
- involving the reintroduction of species into the wild



**ENVIRONMENTAL  
IMPROVEMENTS****Living Animal Collections (continued)**

You may request funds to monitor or improve environmental conditions to safeguard your collections. Such projects might involve upgrading housing, storage facilities and holding or exhibition areas.

**SUPPORTING DOCUMENTATION**

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental improvement grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

To further strengthen your application, we recommend that you also submit

- product literature and comparative bids for major purchases or contracts
- photographs of environment to be improved

**PROJECT COSTS**

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**We will pay for**

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies).
  - in-house staff time necessary for the proper and efficient execution of the project
  - only those improvements (such as *minor* renovations) that relate directly to the captive husbandry or perpetuation of the species involved in the project
  - staff training in collections care
- 

We will *not* fund a project

- whose goals are primarily aesthetic or educational;
- to upgrade or install of security or fire suppression systems;
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum; *or*
- involving major renovation, including
  - construction or major building improvements;
  - reconstruction of historic sites and landscapes;
  - replacement of architectural details for historical accuracy.

## Living Animal Collections (continued)

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### TRAINING

You may apply for funds to train staff (including volunteers and interns) in all areas and at all levels of conservation care.

Examples of allowable projects include

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

You must state how the training fits into your museum's overall conservation plan.

You must also demonstrate that the individuals providing the training are fully qualified, and outline how the trainees will use the acquired knowledge and skills to improve collections care.

### SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a training grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- description of training curriculum/syllabus

*Note: All supporting documentation should include appropriate dates of creation and/or authorship.*

### PROJECT COSTS

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#### We will pay for

- conservation workshops or seminars
- in-house staff time necessary for the proper and efficient execution of the project
- travel to training workshops
- educational materials
- hiring consultants to conduct training
- internship/fellowship stipends

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**PART 3**

**PREPARING  
THE  
APPLICATION  
PACKAGE**

## Preparing Your Application

### FORMAT

- All application materials must
- Be on 8.5- by 11-inch paper.
- Have a margin of at least .5 inch on all sides.
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.
- Have page numbers on each page, front and back if double-sided pages are used.
- Handwritten applications will not be accepted.

An application requesting Conservation Project Support grant support should include the following materials organized in the order listed. Following this list is a description and reference pages for each piece of the application.

1. Face Sheet
2. Statement of Purpose/Mission Statement and History (not to exceed one page)
3. Application Checklist
4. Narrative (not to exceed six pages); each question numbered and labeled
5. Schedule of Completion
6. Project Budget (Detailed, Summary, and Budget Justification)
7. Current, federally negotiated rate for indirect costs, if applicable
8. Proof of Non-profit Status, if applicable
9. List of key project staff and consultants
10. Resume(s) for key project personnel (not to exceed two pages per person)
11. Letters of Commitment
12. Attachments (see page 3.6 for more information)
13. Grants Processing Information Sheet (included on page 6.2)
14. Signed Assurances Form (included on page 6.13)

### FACE SHEET

- 6.13) The Face Sheet is the form that summarizes all the museum contact information and other useful data. It is located in the Application Forms section of this document (pages 6.3–6.5). Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site. The Face Sheet must include the following:
- Completed information on all pages and signature from your authorizing official with all contact information.
  - The paragraph summary of your project.
  - A Data Universal Numbering System (question 7). For more information on the DUNS Number, please see page 1.5.
  - A Taxpayer Identification Number (question 8). For more information on the Taxpayer Identification Number, please see page 1.5.

### STATEMENT OF PURPOSE/MISSION STATEMENT AND HISTORY

- 1.5. The Statement of Purpose and History page includes a mission statement and brief background history for the reviewer that:
- Must note the source, approving body and date of the official document where it appears.
  - May be quoted from or summarized to convey the essential points of the statement, if the statement is too long to be quoted in full.
  - Includes a brief history of the museum.
  - Must be maximum length one page, 8.5- by 11-inch single

## **NARRATIVE**

The Narrative is the section that describes your project. It should explain what need the grant activities will meet and provide sufficient information for reviewers to evaluate all criteria. The Narrative

- Identifies grant activities, addressing the Narrative Questions listed on pages 4.2–4.4.
- Answers each question in the order listed on pages 4.2–4.4, labeled and numbered.
- Does not include detailed budget discussions. These should be included in Budget Justification section (see page 3.4).
- Is legible so that reviewers can easily read the information you provide.
- Is no more than six single-spaced, one-sided pages in length.

## **SCHEDULE OF COMPLETION**

A schedule of completion is a graph or list that

- Shows when each major project activity will be completed; project activities must begin between May 1, 2005 and September 30, 2005.
- Should correspond to the activities described in the Narrative.
- When showing an ongoing project or program, differentiates between IMLS funded portions and portions funded before or after the IMLS project begins.
- Indicates the milestones for completion of each major project activity as illustrated by the sample on page 6.11. The applicant need not follow the sample format but should provide the same type of information.

## **PROJECT BUDGET**

The Project Budget is made up of three elements:

1. Summary Budget (form located on pages 6.6)
2. Detailed Budget (forms located on page 6.7-6.10)
3. Budget Justification

The Project Budget should include costs to be supported by IMLS funds, applicant and third party matching and cost sharing, and any costs to be supported by other federal agencies. Only those costs attributable to achieving specific project activities should be included in the budget. Refer to requirements for Cost Sharing under “Conditions of a Grant” (page 1.4) in preparing the budget.

### **1. SUMMARY BUDGET**

The Summary Budget is a form that is described below. Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site (see page 5.2).

- It shows full project costs in each category for all years.
- It should clearly identify the amount requested from IMLS, the amount provided by the applicant, by any partners and from any other sources for cost sharing and matching (both cash and in-kind support).

### **2. DETAILED BUDGET**

The Detailed Budget is a set of forms that is described below. Use or replicate the forms in this booklet or access the electronic fill-in forms at the IMLS Web site (see page 5.2).

- It should be completed for each year (12-month period) of project activities. For example, year one may be May 1, 2005 through April 30, 2006.
- It should be duplicated, one set for each year of your project.

- It should include cost categories identified in the sample budget layout and should identify whether support is requested from IMLS or is contributed by the applicant or third party.
- It lists items, whether supported by grant funds or cost-sharing contributions, that must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period.
- It should clearly and specifically identify sources of contributions.
- For third party contributions, it must indicate whether the contributions are assured or pending.
- It should identify consultant fees costs by hourly rates or daily fees.
- It indicates the method of cost computation. This is the type of calculation that you are using to show the fees; this could be estimate, hourly, yearly wage, etc.

### **3. BUDGET JUSTIFICATION**

The Budget Justification is a text section that is described below.

- It should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play.
- It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses; specifications for all hardware and software for which IMLS funding is requested should be provided.
- If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.
- It should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or be otherwise justified.
- It should be no more than two single-spaced pages.

### **4. INDIRECT COSTS**

Indirect costs are project costs that an institution incurs that cannot be easily assigned to an individual project. They are also called “overhead” or “administrative costs.” Examples of indirect-cost type items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the institution. Institutions charging indirect costs on their project should follow one of the following models.

Institutions that do not have a federally negotiated indirect cost rate and do not wish to negotiate one may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant’s cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to distorting costs such as equipment purchases or subcontracts over \$5,000

If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.

An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

Once an indirect cost rate is accepted by IMLS, the rate shall be considered fixed for the duration of the grant even if, during the course of the grant, the grantee negotiates a new IDC rate.

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#### **PROOF OF NON-PROFIT STATUS**

If your organization is a private, non-profit organization (if you answered "Private Non-profit" or "Other" on Line 26 of the Face Sheet)

- You must submit a copy of the IRS letter indicating your organization's eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- IMLS will not accept a letter of state sales tax exemption as proof of non-profit status.

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#### **LIST OF KEY PROJECT STAFF AND CONSULTANTS**

- A one page list of all key museum staff and consultants for the project is required. If a name appears on this list, there must be a resume to accompany it.

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#### **RESUMES**

- Resumes or vitae for each person on the "List of Key Project Staff" are required.
- You must include resumes of both museum staff and consultants.
- Resumes are limited to two pages each.
- If staff is to be hired with grant funds, then include one-page position description of the qualifications of the person to be hired for the project. Each position description must specify the amount and type of experience required; the level of education required; and the precise role that person will play in the project.
- If you have not chosen your key project personnel by the application deadline date, then you must submit position descriptions instead of resumes. Since CPS application reviewers rely on resumes and letters of commitment (see below) to determine the success of a project, if you have not chosen your personnel, then you will be at a competitive disadvantage.

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**LETTERS  
OF  
COMMITMENT**

You must submit a letter of commitment for each project consultant. The letter should include

- confirmation that the consultant will work on the project if funded.
- dates of service, scope of work, and fee structure.

The information in this letter must correspond to the information in your application narrative.

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**ATTACHMENTS**

Attachments are documents that specifically relate to the justification for the project.

- IMLS strongly encourages inclusion of required documentation for the specific project you wish to apply for as well as any recommended documentation.
- Required attachments may include survey reports, treatment proposals, photographic documentation, letters of commitment, resumes, position descriptions, bibliography, and curricula.
- Recommended attachments, although not required, that may strengthen your proposal may include survey reports, long-range conservation plan, letters of support, and photographic documentation.
- The number of attachments you may include is not limited. However, all attachments must relate specifically to your project.

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**GRANTS  
PROCESSING  
INFORMATION  
SHEET**

This sheet is used in part by staff to determine eligibility.

- The form is provided on page 6.12.
- All questions must be answered.

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**SIGNED  
ASSURANCES**

The Signed Assurances section contains all the applicable federal regulations that will need to be complied with if the grant is awarded. It certifies that the information in the application is correct.

- The form is provided on page 6.13.
- Complete this section last, after completing the rest of the application.
- The applicant's Authorizing Official must read the assurances and sign the accompanying certification statement.
- The Authorizing Official may be the organization's chief executive officer, an official of the organization or its parent or sponsoring organization authorized to make such commitments on behalf of the organization, or the government official responsible for oversight of the organization.
- The application is not complete unless it has been signed by the Authorizing Official.
- Contact information for the Authorizing Official must be provided.



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## **PART 4**

### **COMPLETING THE APPLICATION NARRATIVE**

## Narrative Questions-Conservation Project

The following sections includes the narrative questions for the Conservation Project Support grant application. If you are also applying for the education component of the grant, then you must complete this narrative section *and* the narrative section for the education component which begins on page 4.5.

For the Conservation Project Support grant application you must provide answers to the following 8 questions, including all bulleted information, in no more than 6 narrative pages. You may distribute the space for each response however you wish as long as you:

- answer all questions
- answer each question in the order presented
- do not exceed six full pages (8.5 x 11 inches)

### 1. WHAT IS THE DESIGN OF THE PROJECT?

Describe

- project activities in detail
- description of how this project meets the institution's highest conservation needs
- goals and objectives of each task and how they will be met
- amount of time staff and consultants will spend on the project
- why your schedule of completion is appropriate
- any intended products (written reports, plans, publications, etc.)
- plans to protect objects from disruptive elements (e.g., construction dust, movement of objects)

### 2a. WHAT ARE THE PROPOSED CONSERVATION METHODS AND WHY ARE THEY CONSERVATIONALLY SOUND?

*Note: If you submit a training project only answer alternate question 2b, rather than 2a. However, if you submit a project that includes training as a major component, then you must answer both questions 2a and 2b.*

Describe the methods in terms of their

- efficiency
- reliability
- innovativeness (if applicable)
- conformity to currently accepted conservation methods for this type of work (if controversial or unproven conservation techniques are proposed, state why these techniques were chosen)
- safety

**2b. DESCRIBE YOUR RATIONALE FOR THE PROPOSED TRAINING CURRICULUM INCLUDING:**

- training materials
- training methods
- audience served
- intended benefits for the applicant and trainees
- teaching experience of instructor(s)

**3. WHAT IS THE OBJECT(S), HISTORIC STRUCTURE(S), OR SPECIMEN(S) THAT IS THE FOCUS OF THIS PROJECT?**

Describe objects or specimens involved in this project and their

- types, numbers, and materials
- relevance to the museum's overall collections
- relevance to your institutional mission
- relevance to your local, regional, national or international community

FOR TRAINING PROJECTS OR PROJECTS THAT INCLUDE TRAINING AS A MAJOR COMPONENT ONLY, discuss

- what collections will benefit directly or indirectly from the training (this could include an overview of your entire collection)

**4. HOW DOES THE PROJECT RELATE TO YOUR MUSEUM'S ONGOING CONSERVATION ACTIVITIES?**

Applications for a general conservation survey should describe the project steps in terms of the museum's previous and current collections care activities.

Applications for other types of projects should describe

- the museum's general housekeeping and day-to-day maintenance activities
- previous and current conservation activities
- how the project ties into the museum's long range conservation plan
- accomplishments of any previously awarded IMLS grant(s)
- implementation of recommendations from general conservation survey, CAP survey or detailed condition survey
- why this project is your museum's greatest collections care need at this time
- your museum's overall financial commitment towards conservation

**5. WHAT ARE THE ANTICIPATED BENEFITS OF THIS PROJECT?**

Describe

- the benefits of this project for your museum, your museum's audience or the museum field
- how the benefits will be used by your museum and disseminated to your audiences

**6. HOW WILL THE APPLICANT ENSURE THAT ONGOING MUSEUM FUNCTIONS ARE NOT INHIBITED BY THESE PROJECT ACTIVITIES?**

Describe the financial and other resources the museum will contribute to the project to ensure that normal museum functions (including conservation activities) are not disrupted.

**7. HOW DOES THE PROJECT BUDGET SUPPORT THE PROJECT GOALS AND OBJECTIVES?**

Describe how the budget was developed and how it supports project goals and objectives.

**8. WHAT ARE THE QUALIFICATIONS AND RESPONSIBILITIES OF THE PROJECT PERSONNEL?**

Briefly describe the responsibilities of all key project consultants and key project staff including volunteers; explain how each is qualified to do the assigned work, and justify how their commitment of time is integral to the project. Include an updated resume (of no more than two pages each) for all personnel identified on this page. Each resume should clearly reflect that person's abilities to carry out the project activities.

Museums with non-living collections may request funds to use regional conservation centers, private conservation professionals, or conservation professionals employed at other museums. Museums with living collections may request funds to use scientists, researchers, private conservation professionals, or conservation professionals employed at other museums.

For any project personnel that have *not* been chosen (i.e. consultants, interns), summarize the person's required qualifications under question 8 and attach a separate position description.

Do not provide qualifications, resumes or position descriptions for personnel whose role in the project is primarily administrative.

## (OPTIONAL) Narrative Questions-Education Component

You must provide answers to the following four questions in no more than 3 narrative pages. You may distribute the space for each response however you wish as long as you:

- Answer all questions
- Answer each question in the order presented
- Do not exceed three full pages (8.5 x 11 inches)

Please use your own bond paper to construct your narrative. Make sure, however, that you retype the questions onto the narrative pages and number each page 1-3.

### **1. WHAT IS THE DESIGN OF THE EDUCATION COMPONENT?**

- project activities in detail
- goals and objectives of component and how they will be met
- amount of time staff and consultants will spend on project
- why your schedule of completion is appropriate
- any intended products (publications, video, CD-Rom, etc.)
- how your education component relates to your conservation project

### **2. WHAT ARE THE ANTICIPATED BENEFITS OF THIS EDUCATIONAL PROJECT?**

- relevance to museum's audience
- the outcomes of this project for your museum's general audience
- how the benefits will be used by your museum and disseminated to your audiences
- discuss the potential for continuing the project after the planning period or after the initial implementation stage

### **3. HOW DOES THE PROJECT BUDGET SUPPORT THE EDUCATION COMPONENT GOALS AND OBJECTIVES?**

- how the project costs were determined
- why the costs are reasonable and appropriate
- origin and relevance of project match
- cost factors involved in selecting personnel, materials, equipment, or scheduling

### **4. WHAT ARE THE QUALIFICATIONS AND RESPONSIBILITIES OF THE PROJECT PERSONNEL?**

Briefly describe the responsibilities of all education component personnel including consultants; explain how each is qualified to do the assigned work. Include an updated resume (of no more than two pages each) for all personnel identified on this page. Each resume should clearly reflect that person's abilities to carry out the project activities.

For any project personnel that have not been chosen (i.e. consultants, interns) summarize the person's qualifications under questions 4 and attach a separate position description.



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**PART 5**

**ASSEMBLING  
AND  
SENDING  
THE  
APPLICATION  
TO IMLS**

## How To Assemble the Application Package

You are responsible for submitting a complete application. Review your application package carefully before sending it to IMLS. You must include all of the required items listed below and the proper number of copies. (Each item is described in detail in Step 2.) IMLS will not do your photocopying or collating! Your application is subject to rejection without review if any required item is missing. If you have any questions, contact IMLS at (202) 606-8539.

IMLS staff makes a conscientious effort to check all applications for completeness and contact you if we find something missing. However, we do not accept unsolicited application materials postmarked after October 1, 2004. In addition, once the applications are sent to the field reviewers no changes can be made. Thus if you leave out a narrative section, the reviewers will be instructed to give your application a score of 1 for that section.

### **ELECTRONIC FILL-IN APPLICATION FORMS**

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically but can be completed online and then printed on the applicant's printer and mailed. Caution: the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit [www.imls.gov/grants/appl/index.htm](http://www.imls.gov/grants/appl/index.htm).

### **ASSEMBLE YOUR APPLICATION MATERIALS AS FOLLOWS**

#### **STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.**

Extra Face Sheet (copy 1)
---------------------------------

Extra Face Sheet (copy 2)
---------------------------------

*Note: Make sure to copy all 3 pages of the Face Sheet (6.3, 6.4 and 6.5).*



**STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION AS FOLLOWS:**

Face Sheet with signature (3 pages)	Statement of Purpose/ Institutional History	Conservation Narrative	Education Component Narrative (if applicable)	Schedule of Completion
Detailed Budget by Year	Summary Budget	Budget Justification	Other Required Docs, if applicable (see items 8–9, page 3.2)	List of Key Project Personnel
Resume(s) (2 pages per person)	Letters of Commitment, if applicable	Survey Reports	Long-Range Conservation Plan, if applicable	Attachments, if applicable
Treatment Plans, if applicable	Equipment Specification, if applicable	Grants Processing Information Sheet	Signed Assurances Form	

**STEP 3: MAKE SIX IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2****STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:**

Extra Face Sheets (2 Copies)	Original Application	Six (6) copies of the application
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**STEP 1****STEP 2****STEP 3**

**PLEASE DO NOT USE STAPLES TO FASTEN EACH COPY OF THE APPLICATION; USE BINDER CLIPS OR OTHER REMOVABLE BINDING SYSTEMS.**

**YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.**

## Sending the Application to IMLS

Ship or hand-deliver Conservation Project Support applications to:  
**Conservation Project Support Grants** **postmarked by October 1**  
Office of Museum Services  
Institute of Museum and Library Services  
1100 Pennsylvania Avenue, NW, Suite 609  
Washington, DC 20506

### SHIPPING

- Shipping an application to IMLS:
- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
  - All of the first-class and Priority mail sent through the U.S. Postal Service to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage.
  - Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
  - If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
  - Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
  - In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

### IMLS ACKNOWLEDGEMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

### PROOF OF SHIPPING

- IMLS may ask for proof of shipping if the postmark date on the package cannot be read.
- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
  - IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
  - IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
  - If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.
  - If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

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**PART 6**  
**APPLICATION**  
**FORMS**

## Application Checklist

Use the following checklist to make sure you have included all required materials and to let the reviewers know what you have included with your application.

- ☐ Face Sheet (3 pages)
- ☐ Grant Processing Information Sheet
- ☐ Proof of Nonprofit Status
- ☐ Assurances/Certification of Authorizing Official
- ☐ Indirect Cost Rate Agreement
- ☐ Project Budget Forms ☐ *CPS* ☐ *Education*
- ☐ Narrative(s) ☐ *CPS* ☐ *Education*
- ☐ Schedule of Completion
- ☐ Supporting Documents (*as appropriate*)
  - Letters of Commitment
  - Resumes
  - Survey Reports
  - Long-Range Conservation Plan
  - Treatment Plans or Proposals
  - Equipment Specifications
  - Slides, Photographs, Video
  - Training Curricula
  - Brochure/Catalogue/Annual Report
  - Other \_\_\_\_\_

# Face Sheet

1. Applicant Organization \_\_\_\_\_

2. Institutional Mailing Address \_\_\_\_\_

3. City \_\_\_\_\_ 4. State \_\_\_\_\_ 5. Zip Code \_\_\_\_\_

6. Web Address \_\_\_\_\_ 7. DUNS Number \_\_\_\_\_

8. Taxpayer Identification Number \_\_\_\_\_

9. Name or Title of Project Director ☐ Mr. ☐ Ms. ☐ Dr. \_\_\_\_\_ 10. Business Phone of Project Director \_\_\_\_\_

11. Project Director Mailing Address \_\_\_\_\_

12. City \_\_\_\_\_ 13. State \_\_\_\_\_ 14. Zip Code \_\_\_\_\_

15. Fax Number of Project Director \_\_\_\_\_ 16. E-mail Address of Project Director \_\_\_\_\_

17. Name and Title of Authorizing Official \_\_\_\_\_

18. Authorizing Official Mailing Address \_\_\_\_\_

19. City \_\_\_\_\_ 20. State \_\_\_\_\_ 21. Zip Code \_\_\_\_\_

22. Business Phone of Authorizing Official \_\_\_\_\_

23. Email Address of Authorizing Official \_\_\_\_\_

24. Sponsoring institution if applicable (e.g., municipality, state, or university)

☐ check if this entity will manage funds if an award is made. Name and address: \_\_\_\_\_

25. Is the applicant organization university controlled? ☐ yes ☐ no

26. Governing control of applicant ☐ State ☐ Municipal ☐ County ☐ Private Non-Profit

☐ Tribal Government ☐ Other, please specify \_\_\_\_\_

27. Type of organization (check one)

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Aquarium                   | <input type="checkbox"/> Nature Center             |
| <input type="checkbox"/> Arboretum/Botanical Garden | <input type="checkbox"/> Natural History museum    |
| <input type="checkbox"/> Art museum                 | <input type="checkbox"/> Planetarium               |
| <input type="checkbox"/> Children's/youth museum    | <input type="checkbox"/> Science/technology museum |
| <input type="checkbox"/> General museum*            | <input type="checkbox"/> Zoo                       |
| <input type="checkbox"/> Historic house/site        | <input type="checkbox"/> Specialized**             |
| <input type="checkbox"/> History museum             | <input type="checkbox"/> Other _____               |

\* A museum with collections representing two or more disciplines equally (e.g., art and history).

\*\* A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

28. Museum's attendance for the 12-month period prior to the application.

Onsite \_\_\_\_\_ Offsite \_\_\_\_\_ Electronic \_\_\_\_\_

29. Total number of hours the museum was open to the public for the 12-month period prior to application. \_\_\_\_\_

30. Year the Museum was first open and exhibiting to the public. \_\_\_\_\_

31. Number of full-time paid museum staff \_\_\_\_\_ 32. Number of part-time paid museum staff \_\_\_\_\_
33. Number of full-time unpaid museum staff \_\_\_\_\_ 34. Number of part-time unpaid museum staff \_\_\_\_\_
35. Museum's **non-federal** operating income for the most recently completed fiscal year  
\_\_\_\_\_ (year) \$ \_\_\_\_\_ .00
36. Grant Period (Starting Date) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ — \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Ending Date)  
(must begin between 5/1/05 – 9/30/05)
37. Conservation Grant Amount Requested (*do not include education funds here*) \$ \_\_\_\_\_ .00
38. In addition to CPS are you requesting additional funds for education activities? (Not to Exceed \$10,000)  
☐ No ☐ Yes/Amount: \$ \_\_\_\_\_ .00
39. **TOTAL CPS FUNDS REQUESTED** (*add lines 37 and 38*) \$ \_\_\_\_\_ .00
40. Amount of Matching Funds \$ \_\_\_\_\_ .00
41. Type of project (check what applies) ☐ Survey ☐ Training ☐ Environmental Improvements  
a. ☐ General ☐ Research ☐ Exceptional Project  
b. ☐ Detailed Condition ☐ Treatment  
c. ☐ Environmental
42. Type of collection (check one) ☐ Non-Living ☐ Systematics/Natural History  
☐ Animals, Living ☐ Plants, Living
43. Collections Category (use a scale from 1 (most affected) to 4 (slightly affected) to show which collection types (up to 4 total) are primarily affected by the project)
- |                                                               |                                                              |                                                                   |
|---------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> aeronautics, space/airplanes         | <input type="checkbox"/> animals, live                       | <input type="checkbox"/> animals, preserved                       |
| <input type="checkbox"/> anthropologic, ethnographic          | <input type="checkbox"/> archaeological                      | <input type="checkbox"/> books                                    |
| <input type="checkbox"/> ceramics, glass, metals, plastics    | <input type="checkbox"/> documents, manuscripts              | <input type="checkbox"/> furniture/wooden objects                 |
| <input type="checkbox"/> geological, mineral, paleontological | <input type="checkbox"/> historic buildings                  | <input type="checkbox"/> historic sites                           |
| <input type="checkbox"/> horological (clocks)                 | <input type="checkbox"/> landscape features, constructed     | <input type="checkbox"/> machinery                                |
| <input type="checkbox"/> maritime, historic ships             | <input type="checkbox"/> medals                              | <input type="checkbox"/> medical, dental, health, pharmacological |
| <input type="checkbox"/> military, including weapons          | <input type="checkbox"/> motion picture, audiovisual         | <input type="checkbox"/> musical instruments                      |
| <input type="checkbox"/> numismatics (money)                  | <input type="checkbox"/> paintings                           | <input type="checkbox"/> philatelic (stamps)                      |
| <input type="checkbox"/> photography, negatives               | <input type="checkbox"/> photography, prints                 | <input type="checkbox"/> physical science projects                |
| <input type="checkbox"/> plants, live                         | <input type="checkbox"/> plants, preserved                   | <input type="checkbox"/> sculpture, indoor                        |
| <input type="checkbox"/> sculpture, outdoor                   | <input type="checkbox"/> textiles and costumes               | <input type="checkbox"/> tools                                    |
| <input type="checkbox"/> toys and dolls                       | <input type="checkbox"/> transportation, excluding airplanes | <input type="checkbox"/> works of art on paper                    |
44. Does your museum have a long-range conservation plan? (Check One) ☐ Yes ☐ No

For IMLS Staff Use only:

First Check: ☐ Complete ☐ Incomplete \_\_\_\_\_ initials/date

Second Check: ☐ Complete ☐ Incomplete \_\_\_\_\_ initials/date

Applicant Organization \_\_\_\_\_

45. In the space below, summarize the project activities. (include education component if applicable)

46. Certification:

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

# Project Budget Form

## SECTION 1: SUMMARY BUDGET, CPS AND EDUCATION COMPONENTS

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.3–3.5 BEFORE PROCEEDING.

### DIRECT COSTS

	IMLS	Applicant	Total
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____
<b>TOTAL DIRECT COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>INDIRECT COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL PROJECT COSTS</b>			<b>\$ _____</b>

**AMOUNT OF CASH-MATCH** \$ \_\_\_\_\_

**AMOUNT OF IN-KIND CONTRIBUTIONS** \$ \_\_\_\_\_

**TOTAL AMOUNT OF MATCH (CASH & IN-KIND CONTRIBUTIONS)** \$ \_\_\_\_\_

**AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS** \$ \_\_\_\_\_

**PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS** \_\_\_\_\_ %  
(MAY NOT EXCEED 50%)

Have you received or requested funds for any of these project activities from another federal agency?  
(Please check one) ☐ Yes ☐ No

If yes, name of agency \_\_\_\_\_

Request/Award amount \_\_\_\_\_



# Project Budget Form

## SECTION 2: CONSERVATION DETAILED BUDGET

Year ☐ 1 ☐ 2 ☐ 3 - Budget Period from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.3–3.5 BEFORE PROCEEDING.

### SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
<b>TOTAL SALARIES AND WAGES</b>			<b>\$</b>	_____	_____

### SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
<b>TOTAL SALARIES AND WAGES</b>			<b>\$</b>	_____	_____

### FRINGE BENEFITS

RATE		SALARY BASE	IMLS	APPLICANT	TOTAL
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
<b>TOTAL FRINGE BENEFITS</b>			<b>\$</b>	_____	_____

### CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	No. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>TOTAL CONSULTANT FEES</b>			<b>\$</b>	_____	_____

### TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	TOTAL
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
<b>TOTAL TRAVEL COSTS</b>				<b>\$</b>	_____	_____

# Project Budget Form

## SECTION 2: CONSERVATION DETAILED BUDGET CONTINUED

 Year ☐ 1 ☐ 2 ☐ 3

### MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL COST OF MATERIALS, SUPPLIES, &amp; EQUIPMENT</b>		<b>\$</b> _____	_____	_____

### SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL SERVICES COSTS</b>		<b>\$</b> _____	_____	_____

### OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL OTHER COSTS</b>		<b>\$</b> _____	_____	_____

<b>TOTAL DIRECT PROJECT COSTS</b>	<b>\$</b> _____	_____	_____
-----------------------------------	-----------------	-------	-------

### INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, pages 3.4–3.5.)

Applicant organization is using:

- ☐ A. An indirect cost rate which does not exceed 15 percent of modified total direct costs charged to IMLS.  
☐ B. Federally negotiated indirect cost rate (see pages 3.4–3.5).

 \_\_\_\_\_  
 Name of Federal Agency

 \_\_\_\_\_  
 Expiration Date of Agreement

Rate base amount

\_\_\_\_\_ % of \$ \_\_\_\_\_ = \$ \_\_\_\_\_

	IMLS	APPLICANT	TOTAL
<b>C. TOTAL INDIRECT COSTS</b>	<b>\$</b> _____	_____	_____

# Project Budget Form

## SECTION 2: EDUCATION DETAILED BUDGET

Year ☐ 1 ☐ 2 ☐ 3 - Budget Period from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.3–3.5 BEFORE PROCEEDING.

### SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
<b>TOTAL SALARIES AND WAGES</b>			<b>\$</b> _____	_____	_____

### SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
<b>TOTAL SALARIES AND WAGES</b>			<b>\$</b> _____	_____	_____

### FRINGE BENEFITS

RATE		SALARY BASE	IMLS	APPLICANT	TOTAL
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
<b>TOTAL FRINGE BENEFITS</b>			<b>\$</b> _____	_____	_____

### CONSULTANT FEES

NAME/TITLE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>TOTAL CONSULTANT FEES</b>			<b>\$</b> _____	_____	_____

### TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	TOTAL
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
<b>TOTAL TRAVEL COSTS</b>				<b>\$</b> _____	_____	_____

# Project Budget Form

## SECTION 2: EDUCATION DETAILED BUDGET CONTINUED

Year ☐ 1 ☐ 2 ☐ 3

### MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL COST OF MATERIALS, SUPPLIES, &amp; EQUIPMENT</b>		<b>\$</b> _____	_____	_____

### SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL SERVICES COSTS</b>		<b>\$</b> _____	_____	_____

### OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL OTHER COSTS</b>		<b>\$</b> _____	_____	_____

<b>TOTAL DIRECT PROJECT COSTS</b>	<b>\$</b> _____	_____	_____
-----------------------------------	-----------------	-------	-------

### INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, pages 3.4–3.5.)

Applicant organization is using:

- ☐ A. An indirect cost rate which does not exceed 15 percent of modified total direct costs charged to IMLS.  
☐ B. Federally negotiated indirect cost rate (see pages 3.4–3.5).

\_\_\_\_\_  
Name of Federal Agency

\_\_\_\_\_  
Expiration Date of Agreement

Rate base amount

\_\_\_\_\_ % of \$ \_\_\_\_\_ = \$ \_\_\_\_\_

	IMLS	APPLICANT	TOTAL
<b>C. TOTAL INDIRECT COSTS</b>	<b>\$</b> _____	_____	_____

# Schedule of Completion

This is a sample format for a schedule of completion (see page 3.3). You may prepare yours in a similar manner or you may create your own format. Whatever format you choose, be sure to list each major project activity addressed in question 1 (page 4.2), the date each activity begins and ends (month, day, year), and if part of a much larger project make sure the IMLS funded portion is clearly identified. It is critical that the dates on your schedule of completion correspond to the project dates on your Face Sheet (page 6.4).

[illegible]

## Grant Processing Information Sheet

**ALL IMLS CONSERVATION PROJECT SUPPORT APPLICANTS  
MUST ANSWER THE FOLLOWING QUESTIONS.**

Check the appropriate answer.

---

### ELIGIBILITY REQUIREMENTS

1. Is the museum organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes?  
☐ Yes ☐ No
2. Does the museum care for, and own or use tangible objects, whether animate or inanimate?  
☐ Yes ☐ No
3. Are these objects exhibited to the public on a regular basis through facilities the museum owns or operates?  
☐ Yes ☐ No
4. Is the museum open and exhibiting to the public at least 120 days a year?  
☐ Yes ☐ No
5. Has the museum been open and providing museum services to the general public for two full years prior to the grant application deadline?  
☐ Yes ☐ No
6. Does the museum have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition, or exhibition to the public of objects owned or used by the museum?  
☐ Yes ☐ No

---

### RESUBMISSIONS

- ☐ Please check the box if this grant is a resubmission.

## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.*

### **CERTIFICATION OF AUTHORIZING OFFICIAL**

*(The applicant organization's authorizing official should sign the following certification after all other parts of the application form have been completed)*

I have examined this application and I hereby certify that

- 1) the information provided is true and correct; *and*
- 2) all requirements for a complete 2005 Conservation Project Support application have been fulfilled.

Should I receive a grant, I will comply with all requirements of the IMLS Regulations 45 CFR Part 1180\*, all statutes outlined above and all other applicable federal statutes and regulations

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorizing Official (printed or typed)

\_\_\_\_\_  
Mailing Address of Authorizing Official

\_\_\_\_\_  
Business Phone of Authorizing Official

\_\_\_\_\_  
E-mail Address of Authorizing Official

*\* IMLS Regulations are available upon request.*

### **ASSURANCES STATEMENT**

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the

right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

#### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

##### **FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY**

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

##### **FEDERAL DEBT STATUS**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

##### **DEBARMENT AND SUSPENSION**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.



**NON -  
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG -  
FREE  
WORKPLACE  
ACT OF  
1988**

- (A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
  - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
  - (b) establishing an ongoing drug-free awareness program to inform employees about:
    - (1) the dangers of drug abuse in the workplace;
    - (2) the grantee's policy of maintaining a drug-free workplace;
    - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
  - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - (1) abide by the terms of the statement; and
    - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
    - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or

- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION  
REGARDING  
LOBBYING  
ACTIVITIES  
(APPLIES  
TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$100,000)**

The authorizing official certifies, to the best of his or her knowledge and belief that:

- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
- (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL  
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

## II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

**SUBAGREEMENTS**

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
  - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE  
AMERICAN  
HUMAN  
REMAINS  
AND  
ASSOCIATED  
FUNERARY  
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC  
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL  
PROTECTIONS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended.
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and

- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

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**RESEARCH  
ON  
HUMAN  
AND  
ANIMAL  
SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

*For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 609, Washington, DC 20506 or call (202) 606-8539*



## CPS APPLICATION TIPS

### **To make your application more competitive...**

- Recruit your conservation personnel at the beginning stages of project development, before you submit your application: they can help you develop a suitable project design and budget and their inclusion will strengthen your application.
- Complete the project budget before completing the rest of the application. Identifying your financial needs will help you envision the project and enable you to describe more effectively the project activities in the application narrative.
- Proofread your application carefully. According to our reviewers, a neatly typed, grammatically correct application makes the most favorable impression.
- Be sure that your supporting documents fully justify your choice of projects. You must convince the reviewers that the proposed activities address your institution's highest collections care priority. Living collections projects should include a carefully thought out scientific design.
- Finish your application a few days ahead of the postmark deadline. This will give you time to do a final proofreading and make any necessary changes before you ship it to us.
- Make sure that if you are applying for any project other than a general survey, include your museum's general conservation survey or institutional plan for conservation.
- Help your reviewers to locate important information in your supplementary material by referencing specific pages and sections in the application narrative.

### **And remember...**

- If you apply for an education component you will not be given additional preference with regard to the review of your application; likewise, if you do not apply for the education component your proposal will not be viewed less favorably.
- Use the checklist on application form page 6.2—it is designed to help you submit a complete application. Run through the checklist in each copy of the application to ensure that you send all materials requested. Remember that each of the copies you submit is read by a different reviewer.
- Make sure that a copy of all supplementary and required documentation is included with each copy of the application (unless otherwise stated)
- Make your case for funding in the application narrative. The attachments, although important, are supplementary, and not the primary basis upon which your application will be judged. All critical information should appear in the narrative.
- If several museum staff contribute to the preparation of your application, be certain that each one has a complete set of instructions.
- Applications postmarked after the deadline will be rejected. To protect yourself, be sure to get a dated shipping receipt in case your package arrives at our offices with an illegible postmark.

### **How you can get help from IMLS...**

- We have put together a packet of successful CPS grant application narratives from last year's competition to distribute. Request these samples from the Office of Museum Services or download them off our web site ([www.ims.gov](http://www.ims.gov)) to guide you in the preparation of your own application.
- Contact OMS at (202)606-8539 immediately if you have any questions about the application forms or procedures.



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